Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10068-10313
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 7

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 3

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10068-10313

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 12/13/76
PAGES : 7

SUBJECTS :
HSCA, ADMINISTRATION
BONIFER, SHERL L.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 07/07/93

OPENING CRITERIA :

COMMENTS :
Box #:1.

[R] - ITEM IS RESTRICTED

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Sheryl Lynn Bonifer	3/4/77
Employee Social Security Number	**Type of Action**
228 32 4715	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 222 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date March 16, 1977

____
(Signature of Authorizing Official)

Louis Stokes, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

to FO, Ins Mail 3/21

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Sheryl Lynn Bonifer	1/3/77
Employee Social Security Number	**Type of Action**
228 52 4715	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date________________, 19 77 ________________________

(Signature of Authorizing Official)

Henry B. Gonzalez

(Type or print name of Authorizing Official)

Chairman

(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________

Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Sheryl Lynn Bonifer	12/13/76
Employee Social Security Number	**Type of Action**
228 82 4715	x☐ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information:)

Position Title	Gross Annual Salary
Secretary	$14,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

handcarried to FO 12/16/76

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level_____ Step_____

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 15, 1976 ____________________
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

I am not related ✓

I am related by the following relationship ____________

Sheryl L. Bonifer
Signature of Employee

January 10, 1977
Date

SHERYL LYNN BONIFER
1521 Colonial Drive, #T-1
Woodbridge, Virginia 22192
225-6515

OBJECTIVE: Seeking employment that would enable me to fully utilize my potential and would offer responsibility and challenge.

EDUCATION: The Washington School for Secretaries
Washington, D. C.

1974-1975 Attended the Washington School for Secretaries full-time for one year. Studied all aspects of secretarial duties, including shorthand, legal terminology, research techniques, bookkeeping, accounting, business law, office management, and business correspondence.

Graduated with academic honors.

1969-1973 Hayfield Secondary School
Alexandria, Virginia

Graduated in upper 25 percent of class.

EXPERIENCE: Office of Finance
U. S. House of Representatives

1975-present Was employed by the Office of Finance in August, 1975. Duties at that time included handling payroll for approximately 90 Members of Congress. In less than one year, I was promoted to one of only three supervisory positions in the payroll section. I am currently in charge of all payroll matters pertaining to all House Committees, which involves furnishing information on current funding resolutions, providing accurate records of Committee allowances, and distributing monthly records of expenditures for approval by the Chairman of each Committee. In addition, I am responsible for the prompt payment of all federal leases of office space and computer leasing invoices for Members. I am in charge of maintaining complete records of the Lyndon Baines Johnson Intern Program, an allowance furnished each Member of Congress for the employment of two additional employees each year. I also was involved in a complete transition of payroll information from one computer system to the current Financial Management System.

Sh. Hand 100
Typing 65

EMPLOYMENT:

Previous

Worked temporarily for an association from the mid-west organizing and setting up a new branch office in the Washington area. Duties included interviewing for personnel, ordering furniture and supplies, setting up the filing system, and handling all secretarial duties.

ADDITIONAL:

Born and raised in Alexandria, Virginia. Recently married and in excellent health. In addition to my secretarial skills, I enjoy working with people and am very dependable. I am willing to accept responsibility and am a quick and efficient worker.

References will be furnished upon request.